

## **Board of Pilot Commissioners for the Bays of San Francisco, San Pablo and Suisun**

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April 14, 2010

### **March 15, 2010 FINANCE COMMITTEE MEETING MINUTES 10:00 A.M.**

The Board of Pilot Commissioners (Board) Finance Committee met on March 15, 2010, at 10:10 a.m. at the Board of Pilot Commissioners Office, Pier 9, Suite 102, San Francisco, CA, Commissioner Osen presided as the Chair. Committee members Commissioner Wainwright, Controller Julie Yasuda of the Francisco Bar Pilots (SFBP), and Vice President Michael Jacob of Pacific Merchant Shipping Association (PMSA) were present. A quorum was established. Members of the public Karin Fish, Deputy Secretary for Finance and Administration at Business, Transportation and Housing Agency (BTH), Terri Anderson, Assistant Chief of Administrative Services at California Highway Patrol (CHP), Commission President Mike Miller, Acting Port Agent Bruce Horton, Executive Director Allen Garfinkle, and Staff Services Analyst Katherine Weir were in the audience.

#### Agenda:

#### **1. Review/approve minutes of the February 4, 2010 meeting.**

After review of the minutes for the February meeting the motion was made and seconded to accept the minutes as read.

#### **2. Review the monthly financial receipts on all surcharge collections from the San Francisco Bar Pilots – Julie Yasuda**

Ms. Yasuda of the San Francisco Bar Pilots presented the Summary Billing Report for the month of February 2010. She explained that her report is a cash report and some receipts may reflect payments collected from previous months. She reported that January and February were very low versus last year. Total moves for the period were 562 with 471 of those bar crossings.

#### **3. Review BOPC Fund Condition, revenue and expenditure projections and monthly data for total Pilotage fees and vessel moves and their effect on: a) Board Operations, b) Pilot Training and c) Trainee Training. Develop possible recommendations to Board to adjust rates if warranted.**

Terri Anderson from CHP reviewed fund condition with Committee and pointed out areas of concern where the expenditures must be closely tracked. Karin Fish from BTH instructed committee and staff to start working on Fiscal Year 2011/2012, and particularly provide analysis for areas of spending that may increase, such as Commission Investigator contracts and training. She noted that the Budget Change Proposal was due by Sept. 14th, 2010 for the following fiscal year.

There was a discussion of the clerical staff position sought by the Board. It was noted that in the course of preparing for the Senate Budget hearings a mention was made of a work load analysis, but none was prepared due to time constraints on Board staff. Ms. Anderson mentioned the possibility of someone

from CHP being made available to establish a work load. President Miller stated a letter from industry would be beneficial in making a case for the new staff position and Mike Jacob agreed to look into it.

Mike Jacob moved not to adjust any rates and Dave Wainwright seconded it. The motion passed unanimously.

#### **4. Planning for next committee meeting.**

The subject of adding Bluetooth connectors for the Portable Pilot Units was discussed as a item to be considered when reviewing the NavTech Surcharge. It was also recommended that the committee review rate adjustment to correspond with the current number of pilots.

The next meeting was set for April 19th, 2010 at 10:00 a.m.

#### **5. Adjournment**

A motion was made and seconded to adjourn. Motion passed unanimously and meeting was adjourned at 12:38 p.m.

Respectfully submitted,



Allen Garfinkle, Executive Director  
Board of Pilot Commissioners